

SECTION 11.25 PREDISCIPLINE CHECKLIST

Last Review: 6/11

Prior to taking disciplinary action for a work rule or policy violation or for deficiencies in work performance, review the following check list. This list captures the basic tenets of just cause. If the answer to a question is "no," there may be a need to correct that situation before issuing discipline or to reconsider the pending disciplinary action. If disciplinary action is taken before these issues are resolved, employee morale may be damaged and the discipline may be overturned or reduced.

Work Rule or Policy Violations

1. Has the rule or policy been published?
Yes ☐ No ☐
2. Was the employee informed of the rule or policy, either through posting or receipt of a copy?
Yes ☐ No ☐
3. Does the employee understand the rule or policy?
Yes ☐ No ☐
4. Is the rule or policy reasonably related to the orderly, efficient, and safe operation of the employer's business, and the performance that the employer should properly expect of the employee?
Yes ☐ No ☐
5. Did the employee have forewarning that violation of the rule might lead to disciplinary action?
Yes ☐ No ☐
6. Has the rule or policy violation been carefully investigated, including a discussion with the employee?
Yes ☐ No ☐
7. If other employees have violated the rule or policy, were they disciplined?
Yes ☐ No ☐
8. If other employees have been disciplined for violating the rule or policy, is the intended discipline consistent with the disciplinary actions previously taken against other employees?
Yes ☐ No ☐
9. Is the intended discipline consistent with progressive discipline principles? (See Section 11.10.)
Yes ☐ No ☐
10. Has each step in prior progressive discipline been properly documented with a factual, written record showing the steps taken by the agency to correct this employee's improper conduct?
Yes ☐ No ☐

11. Is the degree of intended discipline reasonably related to the seriousness of the offense and the record of the employee?

Yes ☐

No ☐

Performance Deficiencies

1. Does the employee's performance plan reflect the performance standard(s) in which the employee is deficient?

Yes ☐

No ☐

2. Is the performance standard reasonable?

Yes ☐

No ☐

3. Was the performance plan given to, discussed with, and signed by the employee at the beginning of the evaluation period?

Yes ☐

No ☐

4. Did the employee understand the performance standard(s) expected?

Yes ☐

No ☐

5. Have all employees with the same performance standard(s) been treated similarly for deficiencies?

Yes ☐

No ☐

6. Has the violation of the performance standard(s) been carefully investigated?

Yes ☐

No ☐

7. Has the employer provided the appropriate training to facilitate the employee's ability to perform the standard(s) as expected?

Yes ☐

No ☐

8. Has the performance deficiency been discussed with the employee, and has the employee been told what is expected in order for the standard(s) to be met?

Yes ☐

No ☐

9. Is the intended discipline consistent with the disciplinary action previously taken against other employees for similar performance deficiencies?

Yes ☐

No ☐

10. Is the intended discipline consistent with progressive discipline principles? (See Section 11.10.)

Yes ☐

No ☐

11. Has each step in prior progressive discipline been properly documented with a factual, written record showing the steps taken by the agency to correct the employee's performance deficiencies?

Yes ☐

No ☐

12. Does a factual written record exist that documents the failure to meet the performance standard?

Yes ☐

No ☐